



**Location:** Easton Senior Center    **Meeting Type:** Regular    **Date/Time:** March 1, 2016 – 7:00PM

**Attendees:** Matt Gachi-Chair, Paul Lindoerfer-Clerk, Richard Cremin, Andy Kachele, Michael Kot, Art Laske

**Absentee(s):** Gabriel Rossi

**Guest(s):** Adam Dunsby-First Selectman, Robert Lessler-Selectman, Wendy Bowditch-Treasurer, Grace Stanczyk-Comptroller

**Meeting called to order at:** 7:03 p.m.    **by:** Matt Gachi

Action/Motions:	Appoint Michael Kot to fill in for Lee Hanson for this meeting.		
Motion (Second):	Andy Kachele (Art Laske)	<b>Result:</b>	All in favor

Notes:	None		
Action/Motions:	Accept the February 2, 2016 meeting minutes as presented.		
Motion (Second):	Andy Kachele (Richard Cremin)	<b>Result:</b>	All in favor
Follow Up:			

Notes: This was the first of what will be a monthly review of management reports of YTD expenses and revenues. A few line items were discussed. The Debt Service expense line is not correct and will be corrected. No other line items appear to need further review.

<b>Action/Motions:</b>	None	
<b>Motion (Second):</b>		<b>Result:</b>
<b>Follow Up:</b>	Debt Service expense line item will be corrected.	

Notes: Andy Kachele described the work and results of the subcommittee on finance department review. Comptroller, Grace Stanczyk, will be retiring on July 1 of this year. A stipend has been offered to her to continue working in the Finance Department for a time after her replacement has been hired. The sub-committee is also recommending that Grace be paid for 1000 hours of unused sick time.

**Action/Motions:** A motion was made to recommend to the Board of Selectmen the job description for the new position of Director of Finance.

**Motion (Second):** Art Laske (Rich Cremin) **Result:** All in favor.

**Follow Up:**

Notes: This agenda item was moved to March 2 when Parks & Rec will present their budget recommendation to the Board.

<b>Agenda Item 5</b>	<b><i>Review and possible action on outstanding capital projects list (attached)</i></b>
Notes:	A Capital Project Fund list, prepared by Wendy Bowditch, was discussed. The list shows a number funds open and with remaining funds for old projects that have been completed.
Action/Motions:	A motion was made to transfer to the Unassigned Fund Balance all remaining funds from the following capital projects: EMS Ambulance, EMS Generator, Telephone System Town Hall, Central Office Relo SP Approp, FD Breathing Apparatus, P&R Veterans Park, P&R Toth Park DEP, EMS Building Renovations.
Motion (Second):	Andy Kachele (Art Laske) <b>Result:</b> All in favor
Action/Motions:	A motion was made to close the above funds.
Motion (Second):	Andy Kachele (Art Laske) <b>Result:</b> All in favor
Action/Motions:	A motion was made close the following LOCIP-funded Capital Project Funds: Fire Radios LOCIP, EMS Radios LOCIP and Dispatch-Console-LOCIP. No funds were transferred. Any remaining balance from them gets added back to the total available to be requested from the state.
Motion (Second):	Andy Kachele (Art Laske) <b>Result:</b> All in favor
Action/Motions:	A motion was made to transfer to the Unassigned Fund Balance all remaining funds from the following bonded capital projects: School Building Cmte 2001, SSES, CO Bond Authorization, HKMS School Building.
Motion (Second):	Andy Kachele (Art Laske) <b>Result:</b> All in favor
Action/Motions:	A motion was made to close the above funds plus close the Water Main Extension project fund which had no funds remaining.
Motion (Second):	Andy Kachele (Art Laske) <b>Result:</b> All in favor
<b>Agenda Item 6</b>	<b><i>Budget Overview - 1st Selectman Adam Dunsby</i></b>
Notes:	Adam reviewed his letter to the Board entitled "Overview of 2016-17 Budget".
Action/Motions:	None
Motion (Second):	<b>Result:</b>
Follow Up:	None
<b>Agenda Item 7</b>	<b><i>Review Budgets for the Following:</i></b>
Notes:	Budgets were reviewed for the following departments: 7a. Tree Warden – Presented by Richard Dina, Tree Warden 7b. Health Department – Presented by Polly Edwards, R.S. 7c. Emergency Medical Service – Presented by Chief Carolyn Kearney and Asst. Chief Jonathan Arnold 7d. Senior Center – Presented by Valerie Buckley, Senior Center Director 7e. Commission for Aging – Presented by Alison Witherbee, Municipal Agent 7f. Social Services (Agenda item 7a) – Presented by Alison Witherbee who recently took over this position at 1.5 hours per week.

**Action/Motions:** A motion was made to add an agenda item (7f) for discussion of the budget for Social Services.

**Motion (Second):** Art Kachele (Rich Cremin)  
**Follow Up:** None

**Result:** All in favor.

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**Agenda Item 8**      ***Adjournment***      **Time:** 9:17 PM

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**Action/Motions:** Motion to Adjourn  
**Motion (Second):** Michael Kot (Andy Kachele)

**Result:** All in favor

Submitted by,

  
Paul Lindoerfer- Clerk